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SYLLABUS: FN101 – Construction Estimating

INSTRUCTIONAL GOALS

This estimating course focuses on construction estimating for residential construction. Participants will gain the knowledge and skills required to perform an estimate for a residential home through a series of estimating activities and a final project.

PREREQUISITES

Requires participants to have a basic understanding and skills to read and interpret technical construction drawings for house plans.

LEARNING OUTCOMES

Learning outcomes are clear statements of the critical/essential knowledge, skills, and attitudes that a student is required to demonstrate to indicate successful completion of this course. Upon successfully completing the course the student will be able to:

- Identify the knowledge and skills required to perform a construction estimate
- Outlines methodology
- Determines scope of work
- Conduct a take-off using drawings and specifications
- Establish the quantity of materials, labour and equipment
- Perform a post project cost analysis
- Construct and use an estimate spreadsheet
- Identify various cost reference guides
- Use of various related tools and resources

COURSE CONTENT

- Principles of units & measurement
- Methods of estimating
- Types of estimates
- Estimating take-offs
- Analysis of costs & rates
- Estimate for a project
- Detailed estimates

NEEDS AND RESOURCES

Required Background

To successfully complete this course, you must have a basic understanding of how houses are built in Canada.

- How to use a computer
- How to use a web browser to connect to the course site
- How to send and respond to email messages
- How to use Skype or similar audio/video related communication systems

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Course Text:

- None

Online Resources

- Referenced technical papers specified in the course.

COURSE SCHEDULE

This is a 40-hour course. This online course is based on a maximum of 9 weeks duration for completion. This course includes instructor led webinars, quizzes, and/or assignments, activities, and a final project. This course contains Skype type webinars. Participation is based on the interaction required to complete the course. *(In-class sessions are scheduled for a 40-hour contact format.)

POLICIES AND PROCEDURES

General Rules:

It is expected that the individual student must perform all the work. Any participant having an academic concern or questioning an academic decision should first discuss the matter directly with their course instructor. If the issue is not resolved, then contact the Program Coordinator. The Program Coordinator's decision is final. Further information may be found on the "fnlearninghub.com" webpage under a link to FN Education Policy.

Communication:

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Webinar Attendance Policy:

The **Direct Instruction** is a critical part of course delivery. As such and based on studying various types of "best practices" for course delivery. Note that a portion of your grades accounts for what we deem as *mandatory participation in the scheduled webinars.

Grading:

Students will be evaluated as follows: (Activity & Assessment Percentage)

Activities & Quizzes = 40%

Mini project = 30%

Final Project = 30%

Grading Scale:

A passing grade in this course is a minimum of 60%.

Final Project:

The final project must be completed within 3 weeks of the scheduled course completion date.

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Course Copyright:

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Disclaimer:

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Schedule of Topics, Readings & Direct Instruction Webinars

This schedule provides a rough outline of the main topics for this course and during which week they will be addressed. Characteristics of the webinars can vary in several different types of formats such as discussions, lectures, presentations and question and answer style deliveries.

FN100

Topic	Reference Module	Hours
Intro & Overview	1	3
Performing Take-offs	2	3
Guidelines for Estimating	3	3
Estimating Materials	4	3
Estimating Labour	5	3
Estimating Equipment	6	3
Cost & Analysis of Costs	7	3
Detailed Estimates	8	3
Project	9	12
Project Review - Feedback	Summary Review	4
		40

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SYLLABUS: FN102 – Construction Administration

INSTRUCTIONAL GOALS

This construction administration course focuses on practical applications and administration of construction contracts from the contractual viewpoint. Participants will learn about some of the contractual relationships found in the building industry and gain an understanding of the crucial role that a contract administrator plays in all construction projects.

PREREQUISITES

Requires participants to have a basic understanding and skills to read and interpret technical construction drawings.

LEARNING OUTCOMES

Learning outcomes are clear statements of the critical/essential knowledge, skills, and attitudes that a student is required to demonstrate to indicate successful completion of this course. Upon successfully completing the course the student will be able to:

- Describe the common fundamentals, structure and format of construction contracts
- Summarize the role of various participants in the building industry
- Explain the role of the CCDC documents
- Explain the significance and use of subcontracts and supply contracts
- Demonstrate the ability to solve problems based on clauses in the contract
- Analyze the various general conditions
- Explain the concepts of contracts with quantities
- Differentiate negotiated contracts versus bids
- Explain the relationship between tender documents and final contract documents

COURSE CONTENT

- Introduction to construction contracts and participants
- Review of various common CCDC documents
- General use contract documents
- Payment
- Contract changes
- Breach of contract and remedies
- Bonds
- Arbitration
- Construction liens

NEEDS AND RESOURCES

Required Background

To successfully complete this course, you must have a basic understanding of how houses are built in Canada.

- How to use a computer
- How to use a web browser to connect to the course site

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- How to send and respond to email messages
- How to use Skype or similar audio/video related communication systems

Course Text:

- None

Online Resources

- Referenced technical papers specified in the course.

COURSE SCHEDULE

This is a 40-hour course. This online course is based on a maximum of 9 weeks duration for completion. This course includes instructor led webinars, quizzes, and/or assignments, activities, and a final project. This course contains Skype type webinars. Participation is based on the interaction required to complete the course. *(In-class sessions are scheduled for a 40-hour contact format.)

POLICIES AND PROCEDURES

General Rules:

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Webinar Attendance Policy:

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Grading:

Students will be evaluated as follows: (Activity & Assessment Percentage)

Activities & Quizzes = 50%

Final Project = 50%

Grading Scale:

A passing grade in this course is a minimum of 60%.

Final Project:

The final project must be completed within 3 weeks of the scheduled course completion date.

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Schedule of Topics, Readings & Direct Instruction Webinars

This schedule provides a rough outline of the main topics for this course and during which week they will be addressed. Characteristics of the webinars can vary in several different types of formats such as discussions, lectures, presentations and question and answer style deliveries.

FN102

Topic	Reference Module	Hours
Intro & Overview	1	3
Contract Documents	2	3
Contracts & Management	3	3
Bidding & Tenders	4	4
Changes, Modifications, etc.	5	4
A Bit of Contract Law	6	4
Claims, Disputes, Arbitration	7	4
Bonds & Insurance	8	3
Project Report	9	8
Project Review - Feedback	Summary Review	4
		40

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SYLLABUS: FN103 – Maintenance & Repairs

INSTRUCTIONAL GOALS

This workshop is delivered through a series of primarily system-based topics that deal with home maintenance. The responsibility for housing upkeep and maintenance varies from community to community. All houses require maintenance, and you may have to remind the occupants of their importance and a general idea of how some systems work. Often these may fall upon the occupants or a housing maintenance department. One of the key elements is helping to increase the lifespan of a home. This element is directly related to a proactive approach of putting into action the importance and value of home maintenance.

PREREQUISITES

None

LEARNING OUTCOMES

Learning outcomes are clear statements of the critical/essential knowledge, skills, and attitudes that a participant is required to demonstrate to indicate successful completion of this course. Upon successfully completing the course the participant will be able to:

- Recognizing maintenance concerns
- Identifying and understanding basic home maintenance issues
- Recognizing the impact of lack of maintenance on costs and budgets
- Developing skills for performing basic home maintenance
- Describe various methods used to maintain a home
- Understand how some of the more complex systems work
- Identify basic tools for home maintenance

COURSE CONTENT

- Home maintenance resources
- House system by system maintenance guides
- Life cycle of components
- Basic home maintenance tools
- Periodic maintenance reviews
- Reference videos

NEEDS AND RESOURCES

Required Background

To successfully complete this course, you must have a basic understanding of how houses are built in Canada.

- How to use a computer
- How to use a web browser to connect to the course site
- How to send and respond to email messages
- How to use Skype or similar audio/video related communication systems

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Course Text:

- None

Online Resources

- Course notes & referenced technical papers and videos specified in the course.

COURSE SCHEDULE

This is a 16-hour course. This online course is based on a maximum of 4 weeks duration for completion. This course includes a webinar, activities, and a final project*. This course contains Skype type webinars. Participation is based on the interaction required to complete the course. *(In-class sessions are scheduled for a 16-hour contact format.)

POLICIES AND PROCEDURES

General Rules:

It is expected that the individual participant will perform all the work. Any participant having an academic concern or questioning an academic decision should first discuss the matter directly with their course instructor. If the issue is not resolved, then contact the Program Coordinator. The Program Coordinator's decision is final. Further information may be found on the "fnlearninghub.com" webpage under a link to FN Education Policy.

Communication:

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Webinar Attendance Policy:

Direct Instruction is a critical part of the course delivery. As such and based on studying various types of "best practices" for course delivery. Note that a portion of your grades accounts for what we deem as *mandatory participation in the scheduled webinars.

Grading:

Participants will be evaluated as follows to earn their digital badge:

- Participation in webinars
- Completion of the course* "Project"

Participants may choose the option to not earn the digital badge.

Final Project:

The final project must be completed within 2 weeks of the scheduled course completion date.

Course Copyright:

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Disclaimer:

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Schedule of Topics, Readings & Direct Instruction Webinars

This schedule provides a rough outline of the main topics for this course and during which week they will be addressed. Characteristics of the webinars can vary in several different types of formats such as discussions, lectures, presentations and question and answer style deliveries

FN104

Topic	Hours
Introduction	1
Exterior	2
Interior	1
Plumbing	2
Indoor Air Quality	2
Appliances & Heating	1
Electrical	1
General Inspection	1
Resources	1
Project	4
	16

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SYLLABUS: FN104 – Inspections & Reviews

INSTRUCTIONAL GOALS

This course will begin with an overview of building inspections. The purpose of an inspection is to ensure that work and or building conditions meet a specific health and safety standard. The inspection topics will also include those regulated by public law and regulation as well as those with respect to contractual requirements. The course will highlight the importance of conducting inspections as well as recognizing risk and how to manage it.

PREREQUISITES

Requires participants to have a basic understanding and skills to read and interpret technical construction drawings for house plans.

LEARNING OUTCOMES

Learning outcomes are clear statements of the critical/essential knowledge, skills and attitudes that a student is required to demonstrate to indicate successful completion of this course. Upon successfully completing the course the student will be able to:

- Identify the tasks and information required in the pre-inspection stage
- Determine scope of work
- Demonstrate an understanding of factors involved in checking for defects and deficiencies
- Evaluate building performance factors through hands on assessment
- Describe an effective method to conduct inspections
- Create and summarize inspection reports
- Identify basic tools to conduct inspections
- Recognize and report health and safety concerns

COURSE CONTENT

- Inspection process
- Inspection tools and equipment
- Inspection reports and checklists
- Consideration of different types of inspections
- Report writing

NEEDS AND RESOURCES

Required Background

To successfully complete this course, you must have a basic understanding of how houses are built in Canada.

- How to use a computer
- How to use a web browser to connect to the course site
- How to send and respond to email messages
- How to use Skype or similar audio/video related communication systems

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Course Text:

- None

Online Resources

- Course notes & referenced technical papers specified in the course.

COURSE SCHEDULE

This is a 16-hour course. This online course is based on a maximum of 4 weeks duration for completion. This course includes instructor led webinars, quizzes, and/or assignments, activities, and a final project. This course contains Skype type webinars. These direct instructions are approximately 1 hour in length. Participation is based on the interaction required to complete the course. *(In-class sessions are scheduled for a 24-hour contact format.)

POLICIES AND PROCEDURES

General Rules:

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Grading:

Students will be evaluated as follows: (Activity & Assessment Percentage)

Mini project = 50%

Final Project = 50%

Grading Scale:

A passing grade in this course is a minimum of 60%.

Final Project:

The final project must be completed within 2 weeks of the scheduled course completion date.

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Schedule of Topics, Readings & Direct Instruction Webinars

This schedule provides a rough outline of the main topics for this course and during which week they will be addressed. Characteristics of the webinars can vary in several different types of formats such as discussions, lectures, presentations and question and answer style deliveries.

FN104

Topic	Hours
Intro & Overview	1
Where Do We Start	2
Pre-inspection	1
System Based Approach	2
Checklist	2
Report Writing	1
Public Authorities	1
Health & Safety	1
Follow-up	1
Project	4
	16

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5SYLLABUS: FN105 – Contractors & Building Projects

INSTRUCTIONAL GOALS

This course focuses on the topic of dealing with contractors and project builders. The responsibility of a contractor in construction is the execution of the work activities that are required for the completion of the project. The roles and responsibilities of contractors may be slightly different from one project to another. Regarding construction projects, there are many different factors to consider. This course covers the important things to keep in mind when choosing a contractor for a construction project.

PREREQUISITES

Requires participants to have a basic understanding and skills to read and interpret technical construction drawings for house plans.

LEARNING OUTCOMES

Learning outcomes are clear statements of the critical/essential knowledge, skills, and attitudes that a student is required to demonstrate to indicate successful completion of this course. Upon successfully completing the course the student will be able to:

- Identify legal and regulatory requirements
- Delineate types of contractors
- Identify key duties of contractors
- Explain the role of the construction manager
- Summarize methodology and best practices
- Define scope of work
- Analyzing and monitor construction processes
- Schedule, manage and evaluate project work

COURSE CONTENT

- Regulatory requirements
- Bid selection
- Contracts
- Roles and responsibilities
- Selecting best outcomes

NEEDS AND RESOURCES

Required Background

To successfully complete this course, you must have a basic understanding of how houses are built in Canada.

- How to use a computer
- How to use a web browser to connect to the course site
- How to send and respond to email messages
- How to use Skype or similar audio/video related communication systems

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Course Text:

- None

Online Resources

- Booklets & referenced technical papers specified in the course.

COURSE SCHEDULE

This is a 24-hour course. This online course is based on a maximum of 4 weeks duration for completion. This course includes instructor led webinars, quizzes, and/or assignments, activities, and a final project. This course contains Skype type webinars. These direct instructions are approximately 1 hour in length. Participation is based on the interaction required to complete the course. *(In-class sessions are scheduled for a 24-hour contact format.)

POLICIES AND PROCEDURES

General Rules:

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Webinar Attendance Policy:

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Grading:

Students will be evaluated as follows: (Activity & Assessment Percentage)

Lesson - Activities = 15%

Quiz = 25%

Mini project = 10%

Final Project = 50%

Grading Scale:

A passing grade in this course is a minimum of 60%.

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Final Project:

The final project must be completed within 2 weeks of the scheduled course completion date.

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Disclaimer:

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Schedule of Topics, Readings & Direct Instruction Webinars

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FN105

Topic	Hours
Intro & Overview	1
Regulatory Requirements	1
Types of Construction Contracts	1
Types of Project Delivery	1
Project Management	2
Roles & Responsibilities	1
Quality Control	1
Scheduling	2
Costs Control & Project Billing	5
Course Project	8
Feedback	`
	24

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SYLLABUS: FN106 – Project Costs & Procurement Management

INSTRUCTIONAL GOALS

This course will begin with an overview of procurement. This includes a summary of the key elements of procurement such as pre tendering survey, bid solicitation, tender evaluation, bidder selection, administration of the contract, monitor progress/inspections, and completing the contract (return of performance bonds). The workshop will emphasize some of the best practices associated with procurement and the management of construction contracts. The workshop will highlight the importance of risk and how to manage it.

PREREQUISITES

Requires participants to have a basic understanding and skills to read and interpret technical construction drawings for house plans.

LEARNING OUTCOMES

Learning outcomes are clear statements of the critical/essential knowledge, skills, and attitudes that a student is required to demonstrate to indicate successful completion of this course. Upon successfully completing the course the student will be able to:

- Identify the various stages of procurement
- Summarize methodology and best practices
- Determine scope of work
- Management of contracts
- Recognize the importance of transparency and responding to Chief and Council and suppliers
- Apply the steps needed for managing a competitive bid process
- Control managing supplier performance, including controlling quality and setting and monitoring standards
- Perform a post project cost analysis
- Develop policy and procedures

COURSE CONTENT

- Procurement policies
- Methods of estimating
- Tendering and evaluation of bids/tenders
- Selecting best outcomes
- Analysis of costs & rates

NEEDS AND RESOURCES

Required Background

To successfully complete this course, you must have a basic understanding of how houses are built in Canada.

- How to use a computer
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- How to send and respond to email messages
- How to use Skype or similar audio/video related communication systems

Course Text:

- None

Online Resources

- Booklets & referenced technical papers specified in the course.

COURSE SCHEDULE

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Grading:

Students will be evaluated as follows: (Activity & Assessment Percentage)

Activities & Quizzes = 30%

Mini project = 20%

Final Project = 50%

Grading Scale:

A passing grade in this course is a minimum of 60%.

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Final Project:

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FN106

Topic	Reference Booklet	Hours
Intro & Overview	1	1
Construction Procurement	2	2
Roles and Responsibilities	3	1
Pre-contract Phase	4	1
Contracting Phase	5	1
Contract Administration	6	1
Post Contract Phase	7	1
Guides & Resources	8	1
Terms & Conditions	9	6
Project		8
Feedback		1
		24